


Instructions on How to Log-on to My Account

You must have a Library Card and a PIN number to request an item. It is easy to get a Library Card and PIN number, just apply at your neighborhood library.

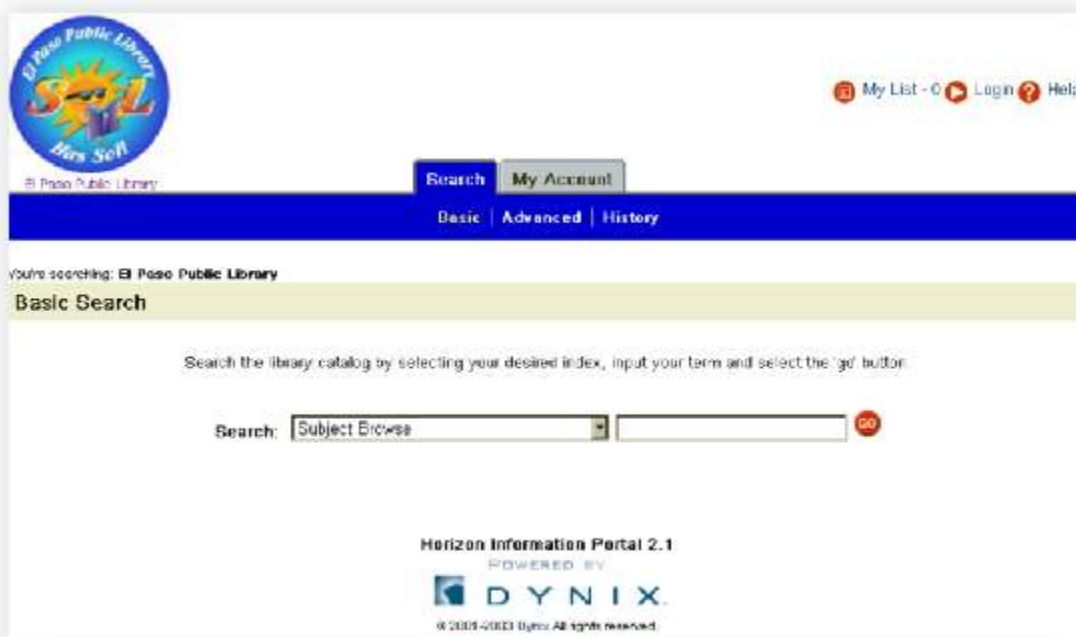
Below are our instructions on how to log-onto My Account in our online catalog. You can also select the  [Help](#) button in the upper right corner of the catalog screen. Feel free to phone, Ask-A-Librarian, or visit our libraries if you have any further questions. Our staff will be glad to assist you.

From any of the library's web pages select

Catalog or My Account

from the menu on the left.

You will then see the following web page. This is our online catalog and where you can search for a book or access your account.



You can now check your library account online. My Account will tell you which items you have out, their due dates, any fines you may have accrued and your personal information.

Select the My Account tab.



After selecting My Account, you will see the screen below.



The screenshot shows the 'My Account' page of the El Paso Public Library website. At the top left is the library's logo. To the right are links for 'My List - 0', 'Login', and 'Help'. Below the logo is a 'Search' button and a 'My Account' tab. A navigation bar contains links for 'Overview', 'Checked Out', 'Holds', 'Fines/Blocks', and 'Profile'. The main section is titled 'Login' and contains the text 'Please enter the following information:'. Below this are two input fields: 'Borrower ID:' and 'Pin Number:'. A 'Login' button is positioned to the right of the 'Pin Number' field. At the bottom, it says 'Horizon Information Portal 2.1', 'POWERED BY DYNIX', and a copyright notice for 2001-2003.

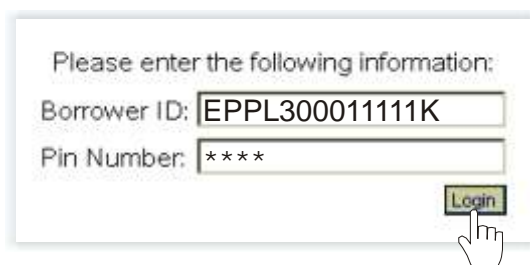
Log-in to your account by entering your Borrower ID and PIN Number.

The Borrower ID is the number on the back of your library card. It starts with the letters EPPL and is followed by a series of numbers that may include a letter/character on the end.

You must enter the entire number as shown below.

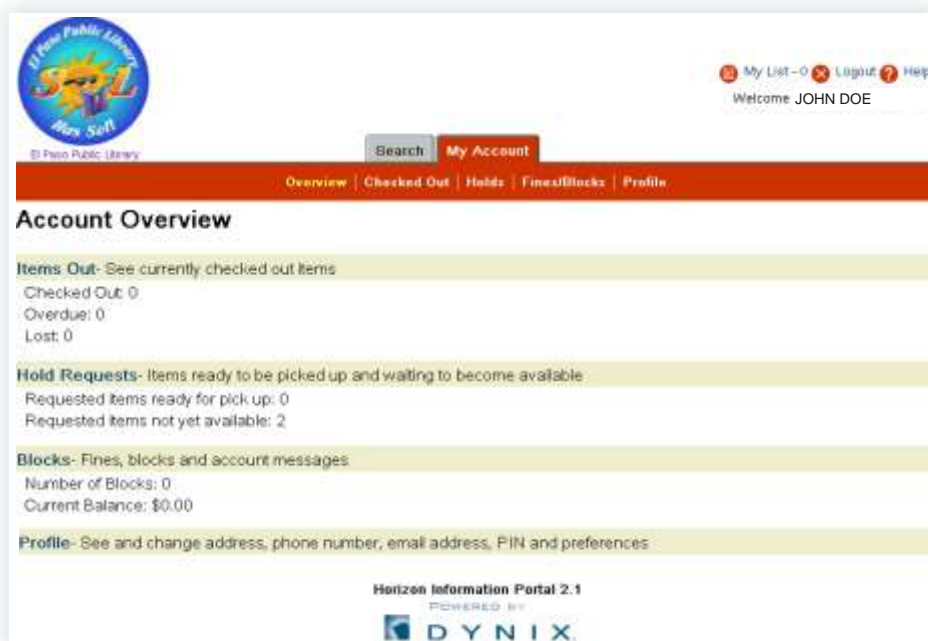
Please note: Your browser window may not show the Borrower ID when you enter it. You may see ***** instead. This is normal.

Next, enter your PIN Number and select the Login button.



This is a close-up of the login form. It shows the text 'Please enter the following information:'. Below this are two input fields. The first field is labeled 'Borrower ID:' and contains the text 'EPPL300011111K'. The second field is labeled 'Pin Number:' and contains four asterisks '****'. A 'Login' button is located to the right of the 'Pin Number' field. A hand cursor is pointing at the 'Login' button.

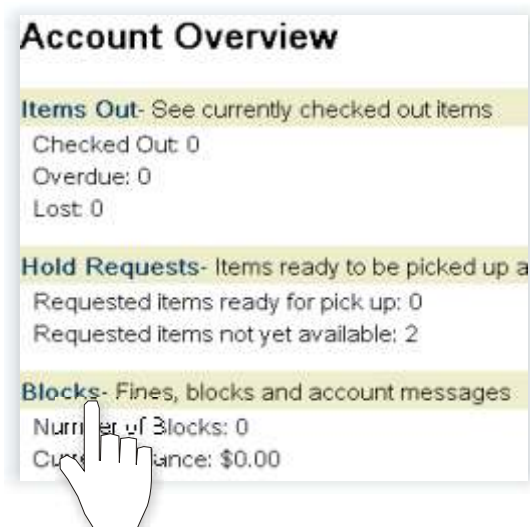
If you have logged on successfully, you will see the Account Overview screen below.



To see the details of any of items shown in the Account Overview, select the item.



OR



When you are finished with your session, please remember to Logout.

